

## How to Close an Entity in EEM

If an EEM authorized user knows for certain that a school or another entity is closing, he or she may submit a request to close the entity.

To close an entity:

1. Log into the EEM at [www.michigan.gov/eem](http://www.michigan.gov/eem).
2. Select "My Entities" and "List of Entities" from the left navigation bar.
3. Locate the entity that you wish to close and click the "Close" button located within the Action column.
4. Enter the close date and click the "Submit" button.
  - a. If the entity is closing before the end of the current school year, submit the applicable close date.
  - b. If the local board of education has already determined the entity will close for the following school year, enter a close date of June 30 of the current school year.
  - c. If the entity will remain open after June 30 of the current school year to provide summer school services, the close date should be entered as the last day of instruction provided during that time period. It is important to note that the entity will be considered active in the following school year and the district will be responsible for all reporting requirements for that school year.

After the request to close an entity has been submitted, the EEM State Administrator will either approve or deny the request. However, before that happens, the EEM authorized user will receive a phone call from the EEM State Administrator to verify the request.

## Approved Requests

If the request to close the entity is approved and the close date is on or before the current date, the status of the entity will automatically change from "open-active" to "closed" on the date the request is processed by the EEM State Administrator.

If the request to close the entity is approved and the close date is a future date, the status of the entity will change from "open-active" to "closed-pending." This is known as a deferred transaction.

Deferred transactions must be confirmed by the EEM authorized user. To do so:

1. Select "My Entities" and "Tasks" from the left navigation bar.
2. Locate the entity you requested to close and click the "Select" button.
3. A pop-up box will open. Click the "OK" button.
4. If the closing is not confirmed, the entity will remain in an "open-active" status.
5. After the closing has been confirmed, the status of the entity will change from "closed-pending" to "closed" on the actual close date.
6. If deferred transactions are submitted, no other changes may be made to that entity record until the Effective Date is reached, unless the EEM authorized user decides to remove the deferred transaction.

## Denied Requests

The EEM authorized user will receive a phone call from the EEM State Administrator indicating why the request was denied. If necessary, follow the instructions given by the EEM State Administrator to resubmit the request with the corrected information. Otherwise, no further action is required.

If you have any questions about closing an entity in the EEM, please send an email message to CEPI customer support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or call (517) 335-0505 and select option 3. Please provide your name, district code and district name, your telephone number (including area code and extension), your email address and your specific questions.